

4 March 1975

MEMORANDUM FOR ALL RECRUITERS

SUBJECT: General Information/Update Items

Based on the recent quarterly report, we are now focusing our efforts toward FY-76 requirements. However, there is still opportunity for clean cases submitted promptly to be considered for FY-75 EOD.

In regard to FY-76, our first admonition is that there be no positive recruitment west of the line from Chicago to New Orleans. In those cases where clerical candidates apply (west of the line cited) you may advise them that for the time being our requirements are for GS-3 and GS-4 Clerk-Typists. For the relatively modest number of Stenographers we will require for FY-76, we will look to the efforts of WARO and sources closer to Washington, D. C. We continue to feel that a young lady with a degree (in other than Secretarial Science) is very likely to be disappointed if she views a clerical assignment as merely a foot in the door. Also, the opportunity for overseas service is more apt to be 18-24 months in coming than the previous norm of 12 months. We recognize there is a limit to how discouraging you can sound without leaving a bad impression. However, we look for your positive cooperation in not generating cases that have potential for unhappiness on both sides.

There will not be a Spring Conference in Washington this year. We are targeting for a Headquarters Conference either the last week in August or the first week in September. We hope to resolve the dates no later than 1 May and will advise you promptly when it's firm.

On the quarterly report strike the reference to Photo Interpreters as a requirement. Time and your excellent referrals have overtaken the requirement. We will still review a Black candidate in this or any other category which appears filled.

As you might guess, our major concern, other than meeting our requirements for FY-76, is to bring the volume of paper under better control. It actually threatens to detract from getting our job done. Therefore, the second admonition is to please be discriminating in the cases you forward to Headquarters.

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In order of helpfulness is: (A) A complete case. We are still plagued, with a frequency that is disconcerting, with incomplete cases. Incomplete can mean anything from a missing PATB to the new form required if the applicant is under 18. (B) The case should be identifiable with a reasonably specific requirement. We know an occasional outstanding AB in History gets bought but, please, no more than one such shot in the dark per recruiter per quarter. We will try to improve on keeping you better informed on requirements. (C) A well-written IR ^{cases} gives a long way toward getting the buyer's attention than you may realize. Remember that you've seen the applicant in the flesh and insights and evaluations frequently can tip the scale toward invitational travel.

Just for the record (because it only applies to a few) we still want to emphasize submission of itineraries (even when you're staying put for a while) and prompt submission (monthly, that is) of travel vouchers. We promise not to raise these items again except directly to those concerned.

As the news coverage suggests there will be considerably more publicity about the Agency in the next several months. As prudence suggests, don't believe everything you read in the papers. Senior officials continue to be very interested in unsolicited reactions to the current publicity. When you think we can add an insight on the news, don't hesitate to call.

. . . which leads us to the final item of this epistle: Please review your phone systems and phoning habits. The total numbers of calls to Headquarters is quite impressive, as is the total cost. Since we can call you without increasing Agency costs (it's a monthly billing unrelated to volume), what think you of a "you call us once a week and we'll call you as often as we have something useful to say?" The object is not to short circuit communications, and we stress that you should call as often as you feel necessary. Just please take a look at this particular aspect of cost which is currently the subject matter (Agency-wide) of a special Headquarters Bulletin.



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Chief, Recruitment Division

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